

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

COMPTROLLER OF THE TREASURY		CENTRAL PAYROLL BUREAU
AGENCY		DIVISION
Item No.	Description	Retention
	THIS SCHEDULE SUPERSEDES #1192	
1	STARS 100 Disbursement Transmittal Cover Sheet	Retain for three (3) years and until audited whichever is later and then destroy.
2	STARS 102 Disbursement Transmittal	Retain for three (3) years and until audited whichever is later and then destroy.
3	STARS 110 Certificate of Deposit	Retain for three (3) years and until audited whichever is later and then destroy.
4	STARS 120 Allocation/Adjustment for Disbursement and Receipt Accounts	Retain for three (3) years and until audited whichever is later and then destroy.
5	STARS 130 Journal Entry	Retain for three (3) years and until audited whichever is later and then destroy.
6	Exception Time Report	Retain for three (3) years and until audited whichever is later and then destroy.
7	Personnel Transmittals	Retain for three (3) years and until audited whichever is later and then destroy.
8	DOP Auth Bal Summary	Retain for three (3) years and until audited whichever is later and then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission3/14/89 *E. G. Gresham* Director
Date Signature Title4/4/89 *Edward J. [Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
9	Savings Bond Register and Correspondence	Retain for three (3) years and until audited whichever is later and then destroy.
10	File Maintenance - Load and Validate	Retain for three (3) years and until audited whichever is later and then destroy.
11	Personnel Select List	Retain for three (3) years and until audited whichever is later and then destroy.
12	Payroll Data Control Sheets	Retain for three (3) years and until audited whichever is later and then destroy.
13	Positive Time Report (PTR)	Retain for three (3) years and until audited whichever is later and then destroy.
14	Special Payments Payroll Authorization	Retain for three (3) years and until audited whichever is later and then destroy.
15	CPB Audit Trail	Retain for three (3) years and until audited whichever is later and then destroy.
16	Credit Union Billing	Retain for three (3) years and until audited whichever is later and then destroy.
17	ETR Processing	Retain for three (3) years and until audited whichever is later and then destroy.
18	Deferred Compensation Billings	Retain for three (3) years and until audited whichever is later and then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
19	Reports of Audits by Legislative Auditors	Retain for ten (10) years then destroy.
20	Reports of Audits by Comptroller of the Treasury Internal Auditor	Retain for five (5) years then destroy.
21	File Maintenance Control Totals	Retain for three (3) years then destroy.
22	Deduction Cards	Retain for three (3) years and until audited whichever is later and then destroy.
23	95 DUMPS	Retain for three (3) years and until audited whichever is later and then destroy.
24	Duplicate W-2 Forms	Retain for three (3) years and until audited whichever is later and then destroy.
25	Acting Capacity Letters	Retain for three (3) years and until audited whichever is later and then destroy.
26	ACH Audit	Retain for three (3) years and until audited whichever is later and then destroy.
27	Deduction Pre-Processor	Retain for three (3) years and until audited whichever is later and then destroy.
28	PER C-14 Leave Cards - Active Employees	Retain until audited then destroy.
29	PER C-34 Bi-weekly Time Cards - Active Employees	Retain until audited then destroy.
30	PER C-14 Annual Leave Card - Non Active Employees	Retain four (4) years from date person leaves Payroll Bureau then destroy.
31	Correspondence	Retain one (1) year then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

1194
AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Comptroller of the Treasury

2. DIVISION

Central Payroll Bureau

3. UNIT

Payroll Operations

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Deduction Pre-Processor

5. EARLIEST YEAR/LATEST YEAR

1989 TO PRESENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The reports of deductions processed per payroll cycle in an automated way.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☒ OTHER(SPECIFY)
COMPUTER PRINTOUTS

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)
BY BATCH

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
10
NUMBER

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 215
Louis L. Goldstein Treasury Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☒ YES ☐ NO
BY PAY PERIODS

18. RECOMMENDED RETENTION

Three years and until audited whichever is later

19. NAME AND TITLE OF PREPARER

Leo E. Moore
Administrative Officer

20. TELEPHONE NUMBER

974-3401

21. DATE

03-13-89